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DD/S (8-4/3)

9 August 1968

MEMORANDUM FOR: Deputy Director for Support

THROUGH : Director of Personnel

SUBJECT : Headquarters Testing in Applicant
Screening Process

1. This memorandum is for information, in response to your request that we revise the applicant screening process to include the Headquarters portion of the Professional Applicant Test Battery.

2. Outlined below are the appointment schedules followed heretofore by professional applicants who are invited to Headquarters for screening:

A. Non-CT Professional Applicants

First Trip (after receipt of invitee clearance)

First Day: Personnel interviews with components (Headquarters, Rosslyn, or elsewhere as necessary)

Reimbursement for travel - Headquarters, Central Processing Branch

Second Day: Medical screening, Ames Building, Lab and Personal Index.

If all goes well, applicant returns upon completion of field investigation for second trip.

First Day: Physical examination, Ames Building, (Psychiatric Interview if required)

Polygraph Interview, Headquarters

No second day unless some problem arises.

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B. Career Trainees (one trip after invitee clearance)

First Day:	Program briefing and interviews, Glebe Road
Second Day:	Medical screening, Ames Building, Lab and PI
Third Day:	Physical and Psychiatric interview, Ames Building
	Polygraph interview, Headquarters
	Cover briefing and reimbursement for travel, Headquarters

No second trips unless problems arise.

C. Non-CTs from Ten Western States

Sequence of action as in "A" above but accomplished in one trip of three days duration.

3. The new element to be fitted into the schedule is the Headquarters portion of PATB which requires a half-day. We analyzed the foregoing pattern to see what adjustments might be made which, through more efficient use of time, would permit insertion of the tests without lengthening significantly the total screening process; and which would make the test results available to components in time to be useful in making the employment decision. A first finding was that most offices generally do not use all of the first day which is allotted for interviews. Actual time required, aside from CT interviews, seldom exceeds three to four hours. This suggested the obvious possibility of finding time for tests in the first day by tighter scheduling. A second consideration was the travel time required for applicants to go by bus to Glebe Road for the tests. This proved to be unnecessary, because a testing room is available in Ames Building and a test administrator from A&E Staff can conduct the tests there.

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4. As for timely availability of test results, little or no problem is foreseen for non-CTs who normally make two trips and who accounted for 82 per cent of invitee travel in FY 1968. It is proposed that they be scheduled for PATB in the afternoon of their first day at Headquarters as outlined in paragraph 6 below. Test results then will be available before the second trip occurs. If they reflect adversely, or raise questions which require further interviews or other action, the second trip will afford an opportunity to do what is necessary; or the second trip may be cancelled. For non-CTs from the ten western states and Hawaii, Headquarters test results normally will not be available during the single trip but will be available before final decision and can be taken into account as necessary if they pose problems.

5. For Career Trainees, who accounted for 18 per cent of the invitee trips last year, it will be necessary to go back to a two-trip schedule, as outlined below, in order to bring the test results into full usefulness.

6. Consultation with the components and with processing offices indicates that the following schedules will serve to accomplish the desired objectives and will require the least change in present arrangements:

A. Non-CT Professional Applicants

First Trip

First Day: Morning, interviews with components

Afternoon, PATB, Ames Building

Second Day: Medical screening, Ames Building, Lab and PI

Reimbursement for travel, Headquarters, either day as schedule permits.

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Second Trip

First Day: Physical, and psychiatric interview if necessary, Ames Building
Polygraph interview, Headquarters
Reimbursement for travel, Headquarters

Second Day: No second day unless some problem arises or further interviews are needed.

B. Career Trainees

First Trip

First Day: Morning, Program briefing and interviews, Glebe Road
Afternoon, PATB, Ames Building

Second Day: Medical screening, Lab and PI, Ames Building

Third Day: Interviews, Glebe Road
Cover briefing, reimbursement for travel, Headquarters

Second Trip

First Day: Morning, physical and psychiatric interview, Ames Building
Afternoon, polygraph interview, reimbursement for travel, Headquarters

No second day unless some problem requires it.

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C. Non-CTs from Ten Western States and Hawaii

Sequence of action as in "A" above, but accomplished in one three- to four-day trip.

7. The foregoing schedules have been discussed in detail and coordinated informally with members of the Medical Staff, the Career Training Program and the Offices of Security and Personnel. Outside the DDS we obtained the verbal concurrence of Messrs.

[Redacted]

25)

appear to be workable, and it is understood that individual variations which may become necessary will be handled on a case-by-case basis as heretofore. Chief A&E Staff has indicated his readiness to begin the Headquarters testing program at any time at the Ames Building. We propose to put the revised schedule into effect therefore at the same time as the field testing program is resumed.

[Redacted]

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Deputy Director of Personnel
for
Recruitment and Placement

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This prepared by [redacted]
for Whittle at my request
[redacted]
[redacted]

14 August 1968

COST EFFECTS OF HEADQUARTERS PATB

In FY-68, 2903 professional applicants got the full PATB, 2210 in the field and 693 in Headquarters.

25X1 [redacted] costs were \$40,000 for the field program; we have no measureable costs for Headquarters tests.

25X1 It is estimated the the [redacted] contract may be reduced by about \$5,000 in FY-69. The tests will require less time but there will be some offsetting additional expenses for relocation of several test centers and the hiring of a few new test administrators.

Phase two of PATB will require extra day in Headquarters for a number of applicants, primarily CTs, but we cannot estimate very precisely what the addition cost will be. It should be offset however by the reduced numbers who will be brought in for testing and other processing in the year ahead.

In summary, no net additional costs are anticipated because of the Headquarters PATB.

15 August 68

25X1 [redacted] advised that:

From time individual takes the test in the afternoon until time processed by A&E and put on computer, comes back to A&E and report is sent out -- would take an average of ten days -

